

**MINUTES**  
**Kentucky Community and Technical College System**  
**Board of Regents**  
**February 12, 1999**

**Board Members Present:**

Michael S. Hoseus, Vice Chair  
Cynthia L. Read, Secretary  
John R. Banks Jr.  
Richard A. Bean  
Cindy Fiorella  
Dr. Jack Hanel  
Gladys Hoskins  
Lorna D. Littrell  
Bobby McCool  
Mark Powell  
Anita Williams

**Staff Present:**

Dr. Michael McCall, President  
Bryan Armstrong  
Tim Burcham  
Dr. Ann Cline  
Sandy Gubser  
Beverly Haverstock  
Beth Hilliard  
Dr. Ronald Moore  
Dr. Anthony Newberry  
Tara Parker  
Patsy Stice

**Board Member Absent:**

Martha C. Johnson, Chair

The Kentucky Community and Technical College System (KCTCS) Board of Regents convened in a regular session on February 12, 1999, at 9:30 a.m. (CST) at the Kentucky Advanced Technology Institute in Bowling Green. Vice Chair Hoseus presided at the meeting. The press was notified on February 8.

***APPROVAL OF  
MINUTES***

MOTION: Ms. Fiorella moved that the minutes of the December 3, 1998, meeting be approved. Dr. Hanel seconded the motion.

VOTE: The motion passed unanimously.

*ADDITIONS TO  
THE AGENDA*

By unanimous consent, two program proposals were added to the agenda--Network and Information Systems Technology, and Applied Process Technologies.

*EXECUTIVE  
SESSION*

MOTION: Mr. Banks moved that the Board go into executive session. Mr. Powell seconded the motion.

VOTE: The motion passed unanimously, and the Board went into executive session at 9:45 a.m.

*REGULAR  
SESSION*

The regular session reconvened at 10:05 a.m., and Vice Chair Hoseus reported that the Board had discussed personnel and litigation matters but had taken no action.

*CHANCELLOR FOR  
THE TECHNICAL  
COLLEGE BRANCH*

Dr. McCall announced that an extensive search process had been completed; and he recommended Keith W. Bird Jr., for the position of Chancellor for the Technical College Branch, effective March 15, 1999.

Dr. Bird is currently President of Central Carolina Technical College in Sumter, South Carolina. He has served as President of the New Hampshire Regional Community Technical College in Nashua and as Deputy Commissioner for the New Hampshire Community Technical Colleges System. He has worked in various capacities with economic and workforce development agencies, and he serves on numerous workforce and educational boards. Dr. Bird has experience in four-year colleges and universities in New Hampshire and Connecticut, and his involvement in regional and specialized accreditation agencies is extensive.

Dr. Bird earned a Ph.D. and M.A. in history from Duke University in Durham, North Carolina and a B.A. with honors in history at Alma College in Michigan.

MOTION: Mr. McCool moved that Dr. Bird be appointed Chancellor of the Technical College Branch. Mr. Powell seconded the motion.

VOTE: The motion passed unanimously.

*REMARKS BY  
DR. BIRD*

Dr. Bird shared with the Board his enthusiasm and excitement for his new position and his vision for a world-class two-year college system. He described his approach as mission-driven, collaborative, and participatory. He praised the technical colleges for their workforce development emphasis and their collaboration with business and industry, grades K through 12, and other educational institutions. He said that educators across the nation are following the developments in Kentucky, and he expressed his appreciation to the Board and to Dr. McCall.

*INTERIM  
CHANCELLORS*

Vice Chair Hoseus expressed the Board's appreciation to Tara Parker and Ann Cline for their having served as Interim Co-Chancellors of the Technical College Branch during the search process.

*COLLEGE  
PRESENTATION*

Vice Chair Hoseus introduced Jack Thomas, Director of the Bowling Green Technical College and the Kentucky Advanced Technology Institute. Dr. Thomas introduced Ed Price, a 1998 Kentucky Advanced Technology Institute graduate in software technology, who also was the JTPA 1998 success story in Kentucky.

Mr. Price gave an inspirational testimony about the many ways college faculty and staff encouraged

and supported him during a difficult period in his life and prepared him for a successful, rewarding career path. In closing, he expressed his thanks to the faculty and staff for their guidance and direction, and added that he is now a productive citizen.

*EXECUTIVE  
COMMITTEE  
REPORT*

Ms. Read presented the Executive Committee's report.

*SACS Update*

The report from the Southern Association of Colleges and Schools (SACS) was received on December 17, and it included the following four recommendations:

- That KCTCS develop a process for the Board to review and approve periodically the mission statements of the community colleges.
- That KCTCS provide for the development, adoption, publication, and distribution of all required policies and procedures.
- That the names of the colleges and the names of the degrees awarded be accurate, descriptive and appropriate.
- That the Board be vested with all the powers and responsibilities of the sole governing board of the community colleges.

Two of the recommendations pertain to policy and two pertain to the relationship between KCTCS and the University of Kentucky. Dr. McCall has met with University officials.

The deadline for the Community College System's response has been moved from March to May. The System's response will be reviewed for consideration at the SACS meeting scheduled for June.

Ms. Read recognized Dr. Newberry, Dr. Lucas, Dr. Stebbins, and Dr. Brough for their work on the SACS accreditation.

*Mission Approval Policy*

RECOMMENDATION: That the Board adopt the the UKCCS Mission Approval Policy.

Ms. Read explained that the policy is needed in order to comply with the basic SACS accreditation governance standard.

MOTION: On behalf of the Executive Committee, Ms. Read moved that the Board approve the recommendation. Mr. Bean seconded the motion.

VOTE: The motion passed unanimously.

*(The policy adopted is attached as Agenda Item E-2.)*

*Proposed Policy on Naming of Buildings and Proposed Policy on Naming of Privately Funded Academic Positions*

The Executive Committee reviewed the proposed policies. The Committee will take action on them at the April meeting and will present them to the Board for action at that time. The policies are patterned after those used during the Community College System's *Partners in Progress Campaign*, the most successful fund-raising campaign in community college history.

*Naming OCC Childcare Facility*

RECOMMENDATION: That the Board approve the naming of the childcare facility under construction at Owensboro Community College the *Dar-Nek Family Development Center*.

Ms. Read explained that the funds for the facility were raised during the *Partners in Progress Campaign*, and the Board is being asked to “grandfather” the building name. The contribution made by a social club in Owensboro meets the campaign guidelines that stipulated that donors

must give 25 percent of projected construction cost to be considered for a building name.

MOTION: On behalf of the Executive Committee, Ms. Read moved that the recommendation be adopted. Ms. Fiorella seconded the motion.

VOTE: The motion passed unanimously.

*KCTCS Artwork*

As an informational item, the Executive Committee reviewed the artwork for KCTCS printed materials.

*Cumberland Valley  
Technical College  
Proposal*

By unanimous consent, a proposal to designate the Cumberland Valley Campus of Laurel Technical College as Cumberland Valley Technical College in Pineville was added to the agenda. Ms. Read explained that the proposal was presented as an information item to the Executive Committee. After hearing all the information about the proposal, the Executive Committee took action on it.

MOTION: On behalf of the Executive Committee, Ms. Read moved that the Board designate the Cumberland Valley Campus of Laurel Technical College as Cumberland Valley Technical College in Pineville, to include a branch campus in Harlan, a branch campus in Middlesboro, and the Rockcastle Instructional Service Center, and that the new designation be submitted to the Commission on Occupational Education. Mr. McCool seconded the motion.

VOTE: The motion passed unanimously.

*ACADEMIC AFFAIRS  
COMMITTEE REPORT*

Dr. Hanel presented the Committee's report.

*Program Approval  
Process*

At its January meeting, the Council on Postsecondary Education discussed streamlining academic program policies, focusing on the delegation of new program approval authority to the KCTCS Board of Regents. In preparation for this delegation, staff developed a formal process for the evaluation of new program proposals and provided it to the members of the Academic Affairs Committee. Committee members used it to evaluate the new proposal on the agenda and to re-evaluate two program proposals approved by the Board in December.

The Academic Committee believes that delegation of approval authority and the formal review process will enhance the System's efforts to respond quickly to business and industry and to community needs. Mr. Banks asked if the process included qualitative and quantitative waivers. Dr. Hanel responded that waivers are still in place and will continue to be reviewed by the Efficiency, Effectiveness, and Accountability Committee.

*New Program Proposal  
Certificate in Child  
Development*

RECOMMENDATION: That the Board approve submission of the Certificate in Child Development Associate program for West Kentucky Technical College to the Council on Postsecondary Education.

The proposed program offers instruction in early childhood development, education, safety, and guidance. The proposal provides evidence of strong and compelling community/workforce needs that can be met by this program, and employers have agreed to provide on-site laboratory experiences for students.

MOTION: On behalf of the Academic Committee, Dr. Hanel moved that the Board approve the

recommendation. Ms. Littrell seconded the motion.

VOTE: The motion passed unanimously.

*KCTCS Academic  
Freedom Policy*

RECOMMENDATION: That the Board adopt the Academic Freedom Policy.

The proposed policy includes both branches of KCTCS and will replace the interim UKCCS Academic Freedom Policy that was adopted by the Board in September 1998.

MOTION: On behalf of the Academic Committee, Dr. Hanel moved that the Board adopt the policy. Mr. McCool seconded the motion.

VOTE: The motion passed unanimously.

*(The policy adopted is attached as Agenda Item F-3. The attachment reflects the editorial change made by the Academic Committee.)*

*UKCCS Policy on  
Library Collections*

RECOMMENDATION: That the Board adopt the UKCCS Policy on Library Collections.

The proposed policy ensures that librarians, teaching faculty, and researchers share in the development of collections and that the colleges establish policies defining their participation.

MOTION: On behalf of the Academic Committee, Dr. Hanel moved that the Board adopt the policy. Mr. Banks seconded the motion.

VOTE: The motion passed unanimously.

*(The policy adopted is attached as Agenda Item F-4.)*



*AAS in Network and  
Information Systems  
Technology (NIST)*

At its December meeting, the Board approved the Kentucky Advanced Technology Institute's NIST proposal for submission to the Council on Postsecondary Education (CPE). In light of the new formal program review process, the Academic Committee re-assessed the proposal and found that it clearly meets the specified criteria.

MOTION: On behalf of the Academic Committee, Dr. Hanel moved that the Board reaffirm its recommendation to submit the proposal to the Council on Postsecondary Education. Mr. Powell seconded the motion.

VOTE: The motion passed unanimously.

*AAT in Applied  
Process Technologies  
(APT)*

At its December meeting, the Board approved Ashland Technical College's APT proposal for submission to CPE. The Academic Committee re-assessed it in light of the new formal review process, and found that it clearly meets the specified criteria.

MOTION: On behalf of the Academic Committee, Dr. Hanel moved that the Board reaffirm its recommendation to submit the proposal to CPE. Mr. McCool seconded the motion.

VOTE: The motion passed unanimously.

*EEA COMMITTEE*

Ms. Littrell presented the report of the Efficiency, Effectiveness, and Accountability Committee.

The EEA Committee and the Finance Committee met jointly to receive an update on the development of the KCTCS *Affirmative Action Plan*, along with draft copies of the plan and draft brochures on sexual and racial harassment. Copies of the *Plan* containing goals and objectives will be

distributed at the April Board meeting. Goals and objectives will be stated in measurable terms so that progress can be assessed periodically.

Ms. Littrell recognized Debbie Scott, Nashid Fakhrid-Deen, Brenda Senter, and Sandy Gubser for their work in developing the draft plan.

Ms. Littrell also recognized Larry Mayes for his assistance as staff liaison for the Committee, a role that is being assumed by Beverly Haverstock.

*FINANCE  
COMMITTEE*

Mr. Bean presented the report of the Finance, Administration, and Technology Committee.

*Personnel Action*

RECOMMENDATION: That the Board ratify personnel actions for the Office of the President, the Community College System, and the Technical College Branch as delineated in the Agenda Book on Pages 106 - 111.

MOTION: On behalf of the Finance Committee, Mr. Bean moved that the Board approve the recommendation. Mr. Powell seconded the motion.

Mr. Banks said that he had asked during the Committee meeting if all personnel actions met the Equal Employment Opportunity and Affirmative Action guidelines and that he had received an affirmative response.

VOTE: The motion passed unanimously.

*Quarterly Financial  
Report Update*

December 31 marked the midpoint of the current fiscal year, and overall income and expenses are in line. With a few exceptions, about 50 percent of the amount budgeted for each line item has been expended. An explanation was provided for items that showed a variance of more than 5 percent. For example, through December 31 the report

shows a variance of more than 5 percent in the category of operations/maintenance; and it appears that fuel costs are low. However, all billings for utility expenses have not been received for the period ending December 31, and the percentage of expenditures in this category should level out by the end of the fiscal year. The mandatory transfer category shows that 88 percent of the budgeted amount has been expended. This is a result of a one-time lump sum payment submitted in the fall to a trustee fund for bond indebtedness. The remaining 12 percent should be generated thorough interest earnings by the end of the fiscal year.

On the income side, only 24 percent of budgeted investment income or interest income has been realized as a significant portion of the mandatory transfer is being held by the debt trustee.

Interest is also generated through short-term investments--tuition and fees receipts deposited in overnight investments. These accounts transfer to the state treasurer every 30 days, and the state then benefits from this interest until the funds are returned to KCTCS for payment of expenditures. Thus, it appears that being a good fiscal steward does not benefit KCTCS. Mr. Bean said that he pointed this out in case the Board wants staff to include in any presentation to public officials the need for the opportunity to earn interest as an incentive for being a good fiscal steward.

Also, on the income side, the "gifts and grants" line item is mislabeled. This category should be labeled "gifts." Grants are included in the category labeled "restricted funds."

*Administrative  
Systems/Information*

Mr. Bean thanked Ron Moore for his leadership and asked him to comment on the status of the

## *Systems*

PeopleSoft implementation project. Dr. Moore's response was that the project is unique and aggressive, and that staff members are very tired as many issues must be addressed every day. The teams are working with 6,000 computer panels and screens, and they are populating 9,000 tables. The budget for the project is in good shape. The project is on track, and the time schedule includes generating paychecks on July 15.

Dr. Moore pointed out that there are many other technology projects in progress, including the network that will serve primarily KCTCS, the Commonwealth Virtual Library, and the Commonwealth Virtual University. The Virtual University should be operational in July in terms of admission and registration and the Virtual Library should be operational in August. All of this provides KCTCS with a wonderful start with the right infrastructure.

Dr. Moore expressed his appreciation for the diligent work of the approximately 100 staff members working on the PeopleSoft implementation project. Additionally, Dr. Moore addressed the monitoring of training sessions.

## *Compensation Plan for the Technical College Branch*

**RECOMMENDATION:** That the Board approve implementation cost not to exceed the amount of \$225,000 for FY 1999 for the compensation plan for the Technical College Branch.

**MOTION:** On behalf of the Finance Committee, Mr. Bean moved that the Board implement a new classification and compensation plan that will raise the salaries of technical college staff to the minimum salary structure set forth in the salary schedule as distributed (see attachment--Agenda Item H-5). Implementation of the new classification and compensation plan is contingent

on proper dissemination of information regarding the plan and opportunity for input from the affected employees. Ms. Littrell seconded the motion.

Mr. Bean pointed out that the salary schedule distributed included the costs associated with the grade changes. About 50 percent of the college and campus directors and approximately 20 percent of the balance of the staff would be impacted by this action. The costs would total about \$120,000 for the balance of this fiscal year and twice that for the next fiscal year. The funding for the remainder of this fiscal year would come from the Technical College carry-forward funds. Funds in the amount of approximately \$240,000 will have to be allocated for next fiscal year. This action does not address the faculty component for the Technical College Branch, as that will be brought to the committee later.

VOTE: The motion passed.  
(Cindy Fiorella and Mark Powell who represent non-teaching personnel/staff abstained from voting.)

#### *PRESIDENT'S REPORT*

Dr. McCall said it was a pleasure to listen to the remarks of Mr. Price, a graduate of the Kentucky Advanced Technology Institute, and that it is easy to become emotional about student success stories. Students are the focus of the colleges and the System, and the colleges provide them with opportunities that they would not have otherwise.

Dr. McCall shared that his first impressions of the System are very positive. He said that the reception he has received is overwhelming, and that the beautiful Commonwealth of Kentucky is home now. Through receptions and meetings, he has become acquainted with many college

administrative teams, faculty, staff, and state executive and legislative leaders.

Dr. McCall reported that he and the President of Murray State University have reached agreement regarding the Hopkinsville Regional Postsecondary Education Center. KCTCS is now a part of the planning process, and Sandy Gubser will be appointed to the committee that is working on the plan and design of the facility. All lower division courses offered at the Center will be taught by KCTCS, and KCTCS is guaranteed that land will be provided at no cost for any new KCTCS facility constructed at the site. An agreement that spells out those specifics will be signed and shared with the Board.

Dr. McCall presented information about Project A.S.K., describing it as his initial priority. Project A.S.K. involves **assessing** the strengths, weaknesses, and needs of the System, strengthening the political and external **support** for the System, and acquiring the **knowledge** necessary to meet the System's mission.

The process includes assessing the status of the work of the members of the cabinet. It involves leading the cabinet, college presidents and directors, and the Board through separate SWOT analysis sessions to determine their perceptions of the strengths, weaknesses, **opportunities**, and **threats (SWOT)** to the System.

Also, the process includes identifying issues and goals that can be addressed in the short term and in the long term. Priorities will be established by June 1. Plans include having the first *KCTCS Strategic Plan* completed by September 1. The framework includes the legislative mission, operational mission, vision, issues identification,

five-year priorities, three-year goals, one-year objectives, action plans, and a continuous cycle of evaluation and improvement to enhance the System's effectiveness.

Also, the process includes aligning the transitional organization chart to flatten the reporting relationships, to raise the level of recognition for academic and student affairs, and to create a team approach, avoiding the silo approach. First-line authority positions under the President include two chancellors and vice presidents for the areas of finance, information technology, external affairs, internal affairs, and academic/student affairs.

Following the A.S.K. presentation, Dr. McCall provided the Board with an update on the following current activities:

- The first phase of the move to the Spindletop location has been completed.
- The Attorney General's opinion upheld the *Memorandum of Understanding* between the KCTCS Board of Regents and the UK Board of Trustees.
- CPE approved in January an AAS computer information systems program for Owensboro Community College and an AAS human services program for Prestonsburg Community College. At the January meeting, Council members also discussed the delegation of program approval to the Board of Regents.
- President's visits to the community and technical colleges are scheduled to begin the week of February 15.
- Other statewide projects in which the President and/or staff members are strategically involved include the Workforce Investment Act,

Appalachian Action Team, and Welfare Reform Conference.

- A spring enrollment campaign resulted in 18 of the colleges reporting enrollment increases.
- KCTCS is pursuing statewide membership in the American Student Association of Community Colleges.

*BOARD MEMBERS  
RESIGN*

Vice Chair Hoseus reported that Walter Lichtenberg and Marvin D. Russow had resigned from the Board.

*NEXT MEETING*

The next Board meeting is scheduled for April 29-30, 1999, at Hazard Community College.

*ADJOURNMENT*

There being no further business, the meeting adjourned at 11:35 a.m.

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Date Approved By  
Board of Regents

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Martha C. Johnson, Chair  
KCTCS Board of Regents

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Cynthia L. Read, Secretary  
KCTCS Board of Regents

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Michael B. McCall  
KCTCS President